

County of Stanly
Human Resources Department
1000 North First Street, Suite 10A
Albemarle, NC 28001
(704)986-3605/3606

JOB ANNOUNCEMENT

POSITION: Human Resource Coordinator

LOCATION: County of Stanly
Human Resource Department
1000 North First Street
Albemarle, NC 28001

SALARY: \$29,530

HOURS: 37.5 hours per week (Monday-Friday)

Human Resource Coordinator Duties include (but not limited to) gathering, researching and compiling information for county positions, benefits administration, insurance, record keeping, payroll support, compliance reporting, and employee relations. Knowledge of computer applications including word processing, spreadsheets, Power Point, web design and record processing utilizing Laser fiche along with other methods. Must be able to communicate tactfully in person and via the telephone. Must be able to follow detailed and procedural steps in all aspects of work. All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to employment.

EDUCATION AND EXPERIENCE: Any combination of education and experience equivalent to an associate's degree human resource management or related field with considerable experience in benefits administration or general human resources.

RECRUITMENT PERIOD: Friday January 3, 2014 until 5:00pm on Tuesday, January 21, 2014

APPLICATION PROCESS: Stanly County employees who are interested in applying for this position may submit an updated resume and application to the human Resources Office. All other applicants must apply at the Employment Security Commission, 2215 US Hwy 52 North, Albemarle, NC 28001. (704)982-2183

Stanly County is an Equal Opportunity Employer

PLEASE POST WHERE EMPLOYEES CAN BE ADVISED OF JOB VACANCY